

***Learn What It Takes To Be A Winner In  
The Law Enforcement Challenge!!***

# 2005 CALIFORNIA LAW ENFORCEMENT



## **A Step-by-Step Guide to Completing the California Law Enforcement Challenge Application**

The California Law Enforcement Challenge  
California Highway Patrol  
Special Projects Section  
2555 First Avenue, Room 230  
Sacramento, CA 95818  
(916) 657-7222  
[www.chp.ca.gov](http://www.chp.ca.gov)  
[cachallenge@chp.ca.gov](mailto:cachallenge@chp.ca.gov)

IACP National Law Enforcement  
Challenge  
International Association of Chiefs of Police  
515 North Washington Street  
Alexandria, VA 22314  
(800) 843-4227  
[www.chiefschallenge.org](http://www.chiefschallenge.org)



[www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)  
**nhtsa**  
people saving people

# **Completing A Challenge Application**

This booklet is designed to assist you in putting together an application for both the California Law Enforcement Challenge (CLEC) and the National Law Enforcement Challenge (NLEC). By following these simple recommendations, you can make it much easier for the judges to locate the necessary information, thus giving your application an edge that could make the difference.

The CLEC is a program that recognizes law enforcement agencies in California for their efforts in addressing traffic safety in their jurisdictions. The program is coordinated by the California Highway Patrol (CHP), and sponsored in partnership with the California Office of Traffic Safety (OTS) and the National Highway Transportation Safety Administration (NHTSA). The CLEC is modeled after the National Law Enforcement Challenge, sponsored by the International Association of Chiefs of Police (IACP).

**The CLEC targets three major traffic safety priorities:**

- **Occupant Protection (seat belts and child restraints)**
- **Impaired Driving**
- **Speed Enforcement**

Agencies choosing to participate will typically submit a bound application (spiral, 3-ring binder, etc., not to exceed one inch). The application documents the agency's efforts in addressing traffic safety. The body of the application should showcase the agency's traffic safety efforts in the categories of Policies and Guidelines, Training of Officers, Incentives & Recognition, Public Information and Education, Enforcement Activities, and Effectiveness of Efforts.

Each program "challenges" agencies to reach new heights in traffic safety, to make a difference in the community, and to be a role model and share successes with other law enforcement agencies. By the successful completion of each of these tasks, a positive impact will be made on the traffic safety of California and the nation as a whole.

## The Two Challenges

Both challenges classify municipal, sheriff and other law enforcement agencies based on the number of sworn personnel in their departments. Municipal agencies will compete against one another, while sheriff and other law enforcement agencies will do the same. Many agencies work together in their efforts throughout the year, and can combine their data in one application to submit a multi-jurisdictional entry. Multi-jurisdictional applications must consist of agencies that work together hand-in-hand throughout the year on all of their traffic safety efforts, not just one task. **Winners from a previous or prior year are encouraged to update their information and reapply each year.**

The CLEC classifies CHP Areas and Inspection Facilities separately from allied agencies and groups them by the number of sworn personnel. CHP Areas will be grouped and judged against Areas of like size. All Inspection Facilities will compete against one another.

The National awards presentation will be separate from the California awards presentation. Awards will be presented to the top three agencies in each size category. Agencies are eligible to receive awards in both the National challenge and the California challenge. CHP Areas and Inspection Facilities will only receive awards in the California challenge.

## Judging Criteria

Listed below is the point structure for both challenges.

Policies and Guidelines	20 points
Officer Seatbelt Use Policy	5 points
Belt Enforcement Guidelines	5 points
Speed Enforcement Guidelines	5 points
DUI Enforcement Guidelines	5 points
Training of Officers	20 points
Incentives & Recognition	20 points
Saved by the Belt/Airbag	5 points
Officer Recognition (DUI)	5 points
Officer Recognition (Speed)	5 points
Operation ABC Mobilization	5 points
Public Information & Education	40 points
Enforcement Activities	40 points
Effectiveness of Efforts	40 points
Quality of Submission	15 points
<b>TOTAL POINTS</b>	<b>195 points</b>

## How Are The Applications Judged?

A minimum of three judges will review each application and assign points based on established criteria. After three judges have examined and scored an application, the three scores are averaged and a final score is assigned. After all of the applications are scored, the agencies are ranked in their categories and the top three scores become the first, second, and third place winners (if two or more agencies receive the same number of points, a tie will be declared and multiple awards will be given). **A minimum of 50 points must be earned to receive an award.** There may be categories where all three awards are not presented, due to either a lack of entries or not enough agencies achieving a minimum score.

All judges are members of an independent panel of experts selected by IACP in the designated target areas of traffic safety.

## General Tips On A Winning Submission

1. **First impressions count!** A neat, well-organized application that the judges can easily follow during their scoring process makes a BIG difference. They should not have to search for information.
2. Consider tabbing the sections and highlighting the appropriate information.
3. Quality is far more important than quantity. The applications are not judged by weight and therefore should only contain necessary information about your traffic safety program. Applications are limited to one-inch in size. The needed information must be here and easy to find.
4. Be concise, but thorough. Tell your story, but make sure there is a story to tell. A fancy, colorful application does not make up for a traffic program that lacks content or substance. On the other side, a quality traffic program may get little notice if it is presented in a poorly structured or unprofessional application. Put your best foot forward with quality information in a quality presentation.
5. Make sure you provide information on every question asked. If you don't have or can't get the information, explain why. Don't just leave a section blank without an explanation.
6. Make sure all the information in your application is securely attached inside the binder. Judges are not responsible for lost information.
7. Take time to arrange your application in a creative manner for ease of reading. Points are assigned for quality of submission.
8. **DO NOT** include actual brochures, handouts, pencils, key rings, etc. Instead, consider scanning or photographing them and attaching as examples or annexes.

9. Remember a picture is worth a thousand words. Use photos and color to enhance the presentation of your application whenever possible and wherever appropriate. Tabbed dividers and highlighted items will ensure judges find information quickly and easily.

## **Organizing An Application**

There is no standard format for completing a Challenge application. However, here are some things you can do to make your application more attractive to the judges. Directly behind the application form (available on-line), your submission should provide a brief introduction about your agency's traffic safety program. Following the introduction, include five chapters – one for each section of the judging criteria.

### **Introduction**

Give a brief description of your agency's traffic safety problems as related to occupant protection, impaired driving, and speed enforcement, along with the solution you have developed to combat these problems. Provide one to three years of data or any traffic studies conducted by your agency to back up your problem identification.

### **Policies and Guidelines (20 points)**

Applicants must provide a brief narrative or copy of their policies and guidelines for safety belt use within the agency as well as enforcement policies and guidelines for safety belt, child passenger safety restraints, impaired driving, and speed enforcement.

- Neither a state law nor a memorandum recommending safety belt or child safety seat use, enforcement against impaired driving, or speed is considered as policy.
- If your agency does not have an existing policy in a target area provide a brief statement, or develop one before December 31st.
- **Provide the pertinent pages of each policy, not the entire policy manual. Highlight the appropriate sections or wording.**
- Another possibility to consider instead of inserting sections of policy manuals is to type into the narrative excerpts that explain your policy.
- If your agency has a "no warning" enforcement policy, make sure it is noted in this section.
- Be sure to address enforcement policies in the areas of seat belt/child passenger restraints, impaired driving, and speed enforcement.
- Include samples of operational plans for checkpoints and other selective traffic enforcement activities to give added support to enforcement guidelines.

## **Training of Officers (20 points)**

Outline the past training conducted in occupant protection, impaired driving (detection and apprehension), and speed enforcement; provide a brief narrative about the training your agency conducted during 2005. Be sure to include the number and percentage of sworn personnel trained and the specific area of training. Include training in apprehensions such as Standardized Field Sobriety Tests (SFST) & drug training relating to impaired driving.

- Training can be received through local academies, seminars, and workshops, as well as that provided in-house and/or roll calls.
- **DO NOT** include entire training manuals, certificates, or rosters of each class conducted.
- **DO NOT** include training that has little or nothing to do with the three categories set forth before (occupant protection, impaired driving, and speed enforcement).
- A brief narrative of your traffic safety training program is sufficient.

## **Incentives & Recognition (20 points)**

Additional points are awarded for agencies that reward officers for a job well done and citizens that practice safe driving. Rewards and incentives are important elements in letting people know that traffic safety is a priority in the community and the agency. Up to 5 points will be awarded in each of the following areas:

- Participation in Saved by the Belt/Airbag programs (state, local, or IACP Saved by the Belt)
- Recognition of officers for DUI enforcement
- Recognition of officers for Speed Enforcement
- Your participation in national and/or local mobilization waves (Click It or Ticket, etc.)

## **Public Information and Education (40 points)**

This section is VERY important. The bulk of the points are given based on your efforts to promote the issues of occupant protection, impaired driving, and speed enforcement. These points can make or break an application.

- Provide a brief narrative of activities your department has undertaken during the previous year to promote seat belt & child safety seat use, to deter impaired driving, and to reduce speed-related crashes in your community and in your agency.
- Include copies of press releases, public service announcement scripts, newspaper articles, photographs of promotional events, proclamations, newsletters and printed materials.
- **DO NOT** send handouts and promotional materials



## **Enforcement Activities (40 points)**

Provide the number of citations/warnings issued by your department for seat belt and child passenger restraint violations, impaired driving and speeding during any three month period during the previous year.

- **DO NOT** include enforcement data for the entire year.
- Choose the three highest months for documenting your enforcement efforts; (e.g., May, September, and November).
  - As an example, if your department issued 250 citations for seat belt violations – GOOD! But if you have 200 officers – NOT VERY GOOD!
- The three months chosen can be different for each focus area (occupant restraint, impaired driving, and speed enforcement).
- If your agency has a “no warning” policy, say so. If you enter a “0” on that line without an explanation you will lose points.
- Compare your enforcement activities to the same period in 2003. If you have shown improvement over a course of time, show it in a graph or chart.
- Include the number of special enforcement efforts targeting impaired driving/checkpoints and saturations.
  - Provide numbers of checkpoints.
  - Provide numbers of saturation patrols.

## **Effectiveness of Efforts (40 points)**

The secret to this section is very simple: do the research and find the numbers! Not only will it help you in your challenge application, this important evaluation data will also help you build a stronger, more effective traffic program. This section can be used as a barometer on how well your agency is doing. At a minimum, address your traffic program’s effectiveness in the following areas:

- Change in safety belt usage.
  - Provide pre-program seat belt usage rates and post-program usage rates in your community.
  - If you do not have current usage rates please note the most current rates and when they were obtained.
- Change in speed-related fatal and injury crashes.
  - Provide the percentage of fatal / injury crashes that were alcohol-related and speed-related during the year.
- Change in alcohol-related fatal and injury crashes.
  - Include any awards or recognition your department received as a result of these efforts.
- Graphs are a great way to tell the story of your effectiveness.

While this may seem difficult for smaller departments, it is ALWAYS a good idea to keep track of this data. It can be used to help plan and make program decisions in your agency and help you determine how to allocate resources. SWITRS data can be obtained by contacting Information Management Section of the CHP.

## Quality of Submission – (15 points)

The following questions will be considered and a score for presentation will be awarded by the judges.

- How well is the application organized? The judges will look at how much effort you expended in preparing your application.
- Does it follow the criteria outline? Make things easy to find by using the same sequence as the application.
- Is the data clear and understandable? Remember there are hundreds of entries.
- Was there extra attention and time taken in preparing the application packet?
- Make your submission unique to your agency and agency programs.
- Is all the information provided and is it creatively presented?

Submissions are limited to one 1-inch bound submission. No videos, audio or computer-based presentations will be accepted. **DO NOT** send handouts and promotional materials.

There is no exception to this rule and entries not following these submission guidelines will **NOT** be considered for awards.

## Special Awards

In both competitions, there are several special awards for which your agency can compete. The same application will also be used for entry in these special categories.

- Please note if your agency wishes to be considered for any of these special awards by marking the appropriate box(es) on the application form. You will be considered only for those awards you indicate. **DO NOT** automatically check all of the categories
- In some way, highlight or emphasize the section or sections that you want the judges to examine when determining your qualifications for the special award(s).
- **Rookie of the Year (National Challenge Only)** – The Rookie of the Year Award is presented to one agency each year from the group of all agencies that are entering the national challenge for the very first time. These agencies are judged in their regular category based on agency type and size, but will also be considered for the Rookie of the Year Award.
- **Child Passenger Safety Award** – This award recognizes notable and innovative efforts to promote child passenger safety and enforce child passenger restraint laws within the community.
- **Occupant Protection Award** – This award recognizes notable and innovative efforts to promote occupant protection and enforce safety belt laws within the community.



- **Impaired Driving Awareness Award** – This award is presented to the agency that has the best overall program to address the issue of impaired driving and is based on notable efforts to detect and apprehend impaired drivers.
- **Speed Awareness Award** – This award is presented to the agency with the most notable efforts in addressing speed.
- **Underage Alcohol Prevention Award** – This award recognizes notable and innovative efforts in addressing the problem of underage drinking and combating impaired driving by those under the legal drinking age.
- **Technology Award (National Challenge Only)** – This is a national level award recognizing notable efforts in addressing traffic safety concerns using new and/or innovative technology. Example: crash data collection technology (laptop computers), video cameras, speed trailers, total station crash investigation, etc.
- **Commercial Vehicle Safety Award (National Challenge Only)** – Agencies will be judged on their notable efforts to promote and enforce occupant protection laws and their overall comprehensive education and enforcement programs for commercial vehicles.
- **Clayton J. Hall Memorial Award (National Challenge Only)** – This is a special award that honors the memory of Clayton J. Hall, a highway safety leader who helped develop the Chiefs Challenge concept and other innovative traffic safety programs. The award is presented annually to the agency that best represents a comprehensive traffic safety program, compared to other agencies nationwide. All agencies entering the challenges will be considered for this award (past winners of this award are not eligible for future consideration).
- **Commissioner's Overall Excellence in Traffic Safety Award** – This award will be presented on a state level and follows the same criteria as the Clayton J. Hall Memorial Award. All entries will be considered for this award

**2004**  
**California Law Enforcement Challenge**  
**Results**  
**Allied Agency**

11-25 sworn personnel

- 1<sup>st</sup> place: Lathrop P.D.
- 2<sup>nd</sup> place: Capitola P.D.
- 3<sup>rd</sup> place: Ripon P.D.

26-50 sworn personnel

- 1<sup>st</sup> place: El Paso de Robles P.D.
- 2<sup>nd</sup> place: San Carlos P.D.
- 3<sup>rd</sup> place: Delano P.D.

51-100 sworn personnel

- 1<sup>st</sup> place: Clovis P.D.
- 2<sup>nd</sup> place: Redding P.D.
- 3<sup>rd</sup> place: Walnut Creek P.D.

101-250 sworn personnel

- 1<sup>st</sup> place: Moreno Valley P.D.
- 2<sup>nd</sup> place: Santa Rosa P.D.
- 3<sup>rd</sup> place: Norwalk P.D.

251-500 sworn personnel

- 1<sup>st</sup> place: San Bernardino P.D.
- (no 2<sup>nd</sup> or 3<sup>rd</sup> place awards given)

501-1,000 sworn personnel

- 1<sup>st</sup> place: Fresno P.D.
- (no 2<sup>nd</sup> or 3<sup>rd</sup> place awards given)

1,001-2,000 sworn personnel

- 1<sup>st</sup> place: San Jose P.D.
- 2<sup>nd</sup> place: San Francisco P.D.
- (no 3<sup>rd</sup> place award given)

2,001+ sworn personnel

- 1<sup>st</sup> place: Los Angeles P.D.
- (no 2<sup>nd</sup> or 3<sup>rd</sup> place awards given)

Multi-Jurisdictional

- 1<sup>st</sup> place: Avoid the 21
- (no 2<sup>nd</sup> or 3<sup>rd</sup> place awards given)

## **Special Awards**

Commissioner's Award:	Fresno P.D.
Occupant Protection:	Moreno Valley P.D.
DUI:	San Jose P.D.
Underage Drinking:	Fresno P.D.
Child Passenger Safety:	Clovis P.D.
Speed Enforcement:	Clovis P.D.
Bicycle/Pedestrian:	San Francisco P.D.

**CALIFORNIA LAW ENFORCEMENT CHALLENGE**

**2004**  
**California Law Enforcement Challenge**  
**Results**  
**CHP Areas**

1-25 sworn personnel

- 1<sup>st</sup> place: Susanville
- 2<sup>nd</sup> place: Santa Maria
- 3<sup>rd</sup> place: Oroville

26-50 sworn personnel

- 1<sup>st</sup> place: San Geronio Pass
- 2<sup>nd</sup> place: Temecula
- 3<sup>rd</sup> place: Hollister-Gilroy and Castro Valley (tie)

51-75 sworn personnel

- 1<sup>st</sup> place: Modesto
- 2<sup>nd</sup> place: Redwood City
- 3<sup>rd</sup> place: Santa Cruz

76-100 sworn personnel

- 1<sup>st</sup> place: Oakland
- 2<sup>nd</sup> place: Bakersfield
- 3<sup>rd</sup> place: South Sacramento

101+ sworn personnel

- 1<sup>st</sup> place: Central Los Angeles
- 2<sup>nd</sup> place: South Los Angeles
- 3<sup>rd</sup> place: San Jose

Inspection Facilities

- 1<sup>st</sup> place: Calexico
- 2<sup>nd</sup> place: Grapevine
- 3<sup>rd</sup> place: Cordelia

**Special Awards**

Commissioner's Award:	Central Los Angeles and San Geronio Pass (tie)
Occupant Protection:	Susanville
DUI:	San Geronio Pass
Underage Drinking:	Oakland and San Jose (tie)
Child Passenger Safety:	South Los Angeles
Speed Enforcement:	Bakersfield
Bicycle/Pedestrian:	South Sacramento



# Challenge Application Checklist

Use this check-off list to ensure you report what your agency was involved in during the year. This is a partial list of some of the required material.

## Have you included...?

- ☐ Written policy requiring officer safety belt use.
- ☐ Written policy/guidelines for enforcing seat belt laws.
- ☐ Written guidelines for speed enforcement.
- ☐ Written guidelines for impaired driving enforcement.
- ☐ Training Information – Update or new training during the past year: Roll-call, in-service, seminars, conferences, etc.

## Did you include...?

- ☐ An outline of the public information campaigns and programs.
- ☐ Nomination of officers for any traffic safety awards either locally, state or nationally.
- ☐ Departmental Awards.
- ☐ Memberships in any safety groups or transportation safety commissions where your department played an active role.
- ☐ Participated in any child passenger safety training and programs.
- ☐ Nomination for Saved by the Belt/Airbag Awards.
- ☐ Any public/private partnerships in traffic safety activities.
- ☐ Multi-jurisdictional projects such as checkpoints.
- ☐ Use of speed trailers, number of times used, how they were deployed and what was the effect.
- ☐ Presentation to groups – PTA, scouts, employers, military, etc.
- ☐ Media coverage highlighting your traffic safety activities.
- ☐ Number of times your message or activities appeared or were mentioned in the media.
- ☐ Show pictures of signs and billboards produced and/or used by your agency.
- ☐ Safety belt challenges and/or surveys for your jurisdiction.
- ☐ Pictures of handouts and printed materials.
- ☐ Summary of press releases and/or media coverage.

## Did you provide...?

- ☐ Completed challenge application.
- ☐ Enforcement data.
- ☐ Citations for three months for safety belts/child restraints, DUI, and speed.
- ☐ Seat belt surveys (pre & post) in your community.
- ☐ Percentage (%) of fatal/injuries that were alcohol and speed related.
- ☐ Special award information tab or section you need to include for judging the special awards for which you wish to be considered for (rear of book/presentation).
- ☐ Electronic copy of complete submission



# 2005 APPLICATION

## Check One:

- ☐ Municipal Police (City, County, or Town)
- ☐ Sheriff
- ☐ State Police/ Highway Patrol
- ☐ Federal Agency
- ☐ University
- ☐ Private
- ☐ Tribal
- ☐ Special Enforcement Agency (DMV, etc.)
- ☐ State Association
- ☐ International
- ☐ Multi-Jurisdictional
- ☐ Championship Class (1st Place Winner in 2004 Challenge)

## Special Award Consideration

Check All That Apply:

- ☐ Rookie of the Year (National Only)
- ☐ Child Passenger Safety
- ☐ Occupant Protection
- ☐ Speed Awareness
- ☐ Impaired Driving
- ☐ Underage Alcohol Prevention
- ☐ Technology (National Only)
- ☐ Bicycle/Pedestrian
- ☐ Commercial Vehicle (National Only)

Agency Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_  
 Agency Head: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_  
 Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_ No. of Sworn Officers: \_\_\_\_\_  
 Contact Name/Rank: \_\_\_\_\_ No. of Patrol Officers: \_\_\_\_\_

## I. Policy and Guidelines. (Agency MUST provide brief narrative or copy).

This agency has

- \_\_\_ Yes \_\_\_ No A written policy requiring officer safety belt use.
- \_\_\_ Yes \_\_\_ No A written policy guidelines making enforcement of safety belt and child passenger safety restraint laws a priority.
- \_\_\_ Yes \_\_\_ No A written policy/guidelines making speed enforcement a priority.
- \_\_\_ Yes \_\_\_ No A written policy/guidelines making impaired driving enforcement a priority.

## II. Training of Officers (Agency MUST provide brief narrative or outline of activities).

- \_\_\_ # \_\_\_ % of sworn officers, who received in 2005, updates or new training in occupant protection.
  - \_\_\_ # \_\_\_ % of sworn officers, who received in 2005, updates or new training in impaired driving detection and apprehension.
  - \_\_\_ # \_\_\_ % of sworn officers, who received in 2005, updates or new training in speed enforcement.
  - \_\_\_ # \_\_\_ % of sworn officers, who received any traffic safety related training in the past.
- Include: MCS, bike/pedestrian, occupant protection, impaired driving, speeding, aggressive driving, etc.

## III. Incentives and Recognition (Provide narrative or program details).

This agency participates in

- \_\_\_ Yes \_\_\_ No Saved by the Belt/Air Bag (IACP officer and/or citizen, award programs).
- \_\_\_ Yes \_\_\_ No Officer recognition programs for impaired driving detection and apprehension.
- \_\_\_ Yes \_\_\_ No Officer recognition programs for speed detection and apprehension.
- \_\_\_ Yes \_\_\_ No Traffic safety educational enforcement mobilizations/campaigns (Operation ABC, Click It or Ticket, Safe and Sober, Smooth Operator, or You Drink & Drive. You Lose/Checkpoint Strikeforce).

## IV. Public Information and Education

Provide a written narrative of all the public information and education efforts conducted during 2005 to address occupant protection, speed and DUI. Also include all information on your total traffic safety programs and initiatives during 2005.

## V. Enforcement Activity (During any three months of 2005) Provide brief narrative explaining what your agency accomplished.

- \_\_\_ # of citations \_\_\_\_\_ # of warnings for safety belts and child passenger safety violations
  - \_\_\_ # of citations \_\_\_\_\_ # of warnings for speeding
  - \_\_\_ # of arrests for impaired driving
  - \_\_\_ # of special enforcement efforts targeting impaired driving
- How many were checkpoints? \_\_\_\_\_ How many were saturation patrols? \_\_\_\_\_

## VI. Effectiveness of Efforts Provide a narrative of your effectiveness (i.e., "How did the programs impact your overall effectiveness?").

Safety belt usage rates. Beginning rate: \_\_\_\_\_ Mo/Yr: \_\_\_\_\_/\_\_\_\_\_  
 Ending rate: \_\_\_\_\_ Mo/Yr: \_\_\_\_\_/\_\_\_\_\_  
 (at least 6 months apart)  
 Percentage of 2005 fatal and injury crashes related to: Speed \_\_\_\_\_%; Alcohol \_\_\_\_\_%  
 Total crashes for 2004 \_\_\_\_\_ 2005 \_\_\_\_\_